



## **Instructions for Completing the Semi-Annual Permit Deviation and Monitoring Report.**

### **Part 1 – Facility Information and Certification**

Facility Name – Name of the facility.

Facility Location – Site address, street and town.

Title V Permit Number – Number assigned to facility's individual Title V permit.

Permit Issuance Date – Date of issuance of Title V permit.

Reporting Period – Typically from January 1 through December 31 of the previous year, except when the permit was issued during the year being reported, then from issuance date until end of calendar year.

Responsible Official – The person, or designated representative, in charge of a principal business function, or any other person who performs similar policy or decision-making functions and specified as such in the Title V application (see definition in [Section IV](#) of the guidance).

Permit Contact Person – The person with primary responsibility for managing environmental compliance, if different from the Responsible Official.

Certification of Compliance Statement – This statement must be signed by the Responsible Official and certifies the accuracy of information contained within the Semi-Annual Permit Deviation and Monitoring Report.

### **Part 2 – Deviation Verification**

If the facility has had one or more deviations from any permit requirement during the semi-annual period being reported, the YES box must be checked and Part 4 – Permit Deviation Summary Report completed. If there have been no permit deviations during the reporting period, the facility may check the NO box and ignore Parts 4 and 5 of the semi-annual reporting format.

### **Part 3 - Monitoring Data Summary**

The requirement in the permit for the submittal of the semi-annual permit deviation and monitoring report lists the monitoring data to be included with the report. This data varies greatly from source to source depending on the devices listed in its permit. The facility must attach summaries of the data required by the permit to be submitted with this report. It is **not** sufficient, instead of including a summary of the data as required, to not include the summary and state that the data is on file at the facility and available for inspection. The data summaries attached to the semi-annual report shall be listed in the table in Part 3:

Column (1) Permit Condition # - Identify each permit condition requiring a type of data to be included with this report.

Column (2) Monitoring Data – Describe the data monitored and the manner in which it was monitored to meet the permit requirement.

Column (3) Frequency of Monitoring – Describe the frequency of monitoring required to meet permit requirements.



Column (4) Deviations during Reporting Period? - State Yes or No to signify if any deviations have occurred during the period being reported. If Yes, these deviations should have been reported within 24 hours of discovery to DES, and should be summarized in the Table in Part 4 of the semi-annual report.

#### **Part 4 - Permit Deviation Summary Report**

Column (1) Permit Condition # - Identify each permit condition for which there is a requirement for compliance by the number used in the permit.

Column (2) Description of Deviation(s) - Give a brief description of permit deviation, how it occurred and was corrected. If the deviation included an emissions violation or exceedance, include the magnitude of the emission and its duration.

Column (3) Date Deviation Occurred – Date or dates over which the deviation occurred.

Column (4) Date Deviation Corrected – Date the deviation was corrected or ended.

Column (5) Date deviation reported to DES – Date that the deviation was reported to DES by fax, telephone or email with all the information required to be contained in the written report of the deviation as required by the Title V permit. If the deviation has not already been reported to DES, then complete the information required by Part 5 of the report.

#### **Part 5 – Deviation Report**

Column (1) Permit Condition # - Identify each permit condition by the number used in the permit for which there is a requirement for compliance.

Column (2) Device – List which permitted device, if applicable, deviated from its permit requirements.

Column (3) Pollutant – List which pollutant, if applicable, exceeded its allowable limit.

Column (4) Deviation Description – Describe the condition that was deviated from, and the magnitude of the deviation. If the deviation included an emissions violation or exceedance, include the magnitude of the emission and its duration.

Column (5) Deviation Date – List the date or dates on which the deviation occurred.

Column (6) Deviation Duration – State the times that deviation began and ended.

Column (7) Cause of Deviation - Describe the events or conditions that led to the permit deviation.

Column (8) Corrective Action – State the actions that were taken to correct the deviation and to prevent future reoccurrences.